



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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October 15, 1991

New LPS Phone Numbers in Effect October 15, 1991

Effective October 15, 1991, the GPO phone number prefix changes to **512**. In addition, the last four digits of some numbers are also new, though in most cases they remain the same. The following numbers in LPS will reach the areas of greatest concern to depository libraries. Numbers in **bold** are completely new.

Director, LPS	202-512-1114	Chief, Depository	
Chief, Library Division	202-512-0146	Distribution Division 202-512-1014
Chief, Depository Services	202-512-1119	Chief, Depository	
Designation Specialist	202-512-1109	Processing Branch 202-512-1006
Manager, Information Technology Project	202-512-1003	Chief, Depository	
Chief, Cataloging Branch	202-512-1121	Mailing Branch 202-512-1007
Chief, Depository			LPS Fax 202-512-1432
Administration Branch	202-512-1071	Claims Fax 202-512-1431
Chief, Acquisitions & Classification Section	202-512-1063	Claims Fax 202-512-1429
Classification Hotline	202-512-1131	FDLP Bulletin Board 202-512-1387
			Sysop, Bulletin Board 202-512-1126



5th Annual Interagency Depository Seminar Announced for May 1992

"Serving Your Community's Government Information Needs"

The 5th Annual Interagency Depository Seminar will be held in Washington, DC from May 13 through May 19, 1992. The seminar is being sponsored by seven agencies: the Bureau of the Census, the Bureau of Labor Statistics, the Copyright Office, the Office of the Federal Register, the Library of Congress, the National Technical Information Service, the Patent and Trademark Office, and the Government Printing Office. The overall theme of the seminar will be: "Serving Your Community's Government Information Needs." The week long seminar will consist of an overview of the various agencies' products and activities as they relate to Federal Depository Libraries.

The Interagency Depository Seminar is the most comprehensive introduction to U.S. Government information now offered (see attached schedule of events). It is aimed at documents librarians with basic working experience in a depository environment. In the

four years that it has been offered, the seminar has become extremely popular with the documents library community. As attendance must be limited to sixty-five librarians, preference will be given to those librarians who have not previously attended the seminar and whose libraries are located outside the Washington, DC metropolitan area.

Costs for the seminar are being kept as low as possible. A \$10.00 registration fee will be the only charge. Librarians attending the seminar must cover their own travel and subsistence expenses, as no government funds are available for that purpose. Prospective attendees should complete the registration form on page 4 and mail it, along with a check for \$10.00 made out to "GPO Cafeteria Service," to GPO by January 31, 1992. Librarians who are officially registered for the seminar will be notified by mail. If you have any questions about the seminar, please write or call the chief, Depository Services, at (202) 512-1119.

5th Annual Interagency Depository Seminar

-Schedule of Events-

Tuesday, May 12, 1992

There will be a very informal get together of seminar participants in the large meeting room of the St. James Hotel at 6:00 p.m. Librarians will be able to meet some colleagues and agency staff in an informal setting.

Wednesday, May 13

Library Programs Service

The Library Programs Service (LPS) of the Government Printing Office will host the first day of the seminar. LPS staffers will describe the process by which GPO acquires, classifies, catalogs, and distributes depository publications. Staffers will also discuss the responsibilities of Federal Depositories in the areas of free access, collection development, bibliographic control and depository promotion. There will be a comprehensive tour of the LPS facility and a question and answer period.

Bureau of Labor Statistics

The Bureau of Labor Statistics, Office of Publications will make a presentation on the agency's publications and services.

Thursday, May 14

Census Bureau Seminar

Staff of the Census Bureau will present a status report and product review of the 1990 Census, including information on the media in which Census products are issued. The Census Bureau will also provide a description of the subject content of the 1990 census. Bureau staff will provide a variety of handouts and answer questions about the availability and uses of census data. Staff will demonstrate the use of Census data on a CD-ROM compact disk.

Friday, May 15**Library of Congress Presentations**

Friday's activities will be held at the Library of Congress (LC). There will be presentations on the Library Services Division of the Congressional Research Service (CRS); the Document Delivery Services and collections of federal documents in the Library of Congress. Tours of CRS and other areas of LC will also be offered.

Monday, May 18

On Monday, both the Office of the Federal Register and the National Technical Information Service (NTIS) will each conduct half-day workshops. Participants will be able to attend both presentations.

Federal Register Workshop

This two and one half to three-hour workshop on the Federal regulatory system is presented by the Office of the Federal Register, National Archives and Records Administration. The workshop covers: the regulatory process, including the relationship between laws and regulations; the important elements of the Federal Register and the Code of Federal Regulations (CFR); a research problem using the finding aids of the Federal Register/CFR publication system; and an introduction to public participation in the rule making process.

NTIS Workshop

The half day NTIS workshop will focus on the NTIS mission and its products and services. It will include information on special user services, updates on selected products and services, and other special emphasis programs and products. Handouts will be provided and NTIS staff members will be available to answer questions.

Tuesday, May 19**Intellectual Property Workshop**

A full day workshop will cover the basics of intellectual property: patents, trademarks and copyrights, featuring speakers from the U.S. Patent and Trademark Office and the Copyright Office of the Library of Congress. Attendees will learn to differentiate between three types of federal protection for intellectual property and the methods by which this information is accessed by the public. Special emphasis will be given to the Patent and Trademark Depository Library Program, a nationwide network of 72 libraries which receive copies of U.S. patents and play a significant role in the dissemination of patent information to the public. Publications and search methods, where applicable, will also be discussed.

All presentations during the seminar week will be held in the Carl Hayden Room of the main building of the Government Printing Office, the sole exception being Friday's Library of Congress program which will be held in the Madison Building of the Library of Congress. Presentations will begin promptly at 8:30 a.m. and will last until at least mid-afternoon. All participants are expected to attend all presentations.

Accommodations

As May is a peak tourist period for Washington, accommodations can be very hard to find. A block of suites has been reserved for the seminar participants at the St. James Hotel. The hotel is located at 950 24th Street NW, Washington, DC. This hotel is in a good section of the city, one half block from a Metro station. Attendees can take the Metro train to Union Station, which is about a block from GPO.

A complete suite (bedroom, kitchen, complete with china and cookware, and dining area) is available for \$105.00 per night for single or double and \$15.00 each for a third person. If you wish to reserve a suite at the hotel, you should call as soon as your seminar reservations are confirmed by GPO.

The phone number to the reservations desk at the St. James Hotel is (202) 457-0500. Please tell the reservation clerk that you are attending the GPO seminar and quote the above room rate. If you are interested in sharing a suite with 1 or 2 librarians attending the seminar, you may call John Tate at GPO: (202) 512-1109. Mr. Tate will try to match up roommates.

Registration Form

Mail to: Chief, Depository Services Staff
 Library Programs Service (SLL)
 U.S. Government Printing Office
 Washington, DC 20401

Mail By: January 31, 1992

I would like to attend the May 13-19, 1992 Interagency Depository Seminar.

I need lodging and will contact the hotel directly.

I have not previously attended a GPO sponsored seminar.

Enclosed is my check for \$10.00 payable to "GPO Cafeteria Service".

Please type or print clearly:

Name

Institution

Library/Office

Address

Telephone (include area code)

City/State/Zip Code

Vacancy Announcement: Librarian (Inspectors) Depository Librarians Please Apply!

GPO is seeking applications for two library inspector positions. The vacancy announcement is reprinted on the next page. The Library Programs Service would like to receive applications from experienced depository librarians. If you are interested and have any questions about the position, please call Joe McLane at **202-512-1119**.

Looking for a change of pace?

How about a break from the same old nine to five?

Do you like to travel?

Do you like the give and take of stimulating dialogue?

How about never having to see the same old place day after day?

If this sounds like the chance of a lifetime, you may be right. There are only five of this hearty breed. Could you be one?

Merit Promotion Vacancy Announcement

U.S. GOVERNMENT PRINTING OFFICE



Announcement No

91-267

Position	Issue Date	Closing Date
Librarian (Inspector)	10/7/91	11/15/91
Series/Grade:	Number of Vacancies	Promotion Potential
PG-1410-12	\$37,294 - \$48,481	Two (2) None
Geographic Location:	Tour of Duty	Duration of Appointment
Washington, D.C.	8:00 a.m. - 4:00 p.m.	<input checked="" type="radio"/> Permanent <input type="radio"/> Temporary
Organization:	Civil Service Status Required	See Note.
Library Programs Service, Library Division	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Area of Consideration:	OPM Notice of Results Required	
All Sources Nationwide	<input type="radio"/> Yes	<input checked="" type="radio"/> No

SUMMARY OF DUTIES RESPONSIBILITIES:

Incumbent serves as a professional librarian using extensive knowledge of acceptable library practices, plans and conducts full scope library inspections. Analyzes Federal Government information needs of the congressional district population and compares these needs to the public service strategy of the depository. Identifies certain depository practices where significant cost savings to the Government can be realized. Analyzes evidence to discover inconsistencies and patterns and to isolate illegal or wasteful practices. Identifies violations of Title 44 and the Instructions to Depository Libraries. Conducts evaluative ratings dealing with the full scope of depository practice. Argues and defends, both orally and in writing, complex, legal and professional standards for depository libraries. Prepares comprehensive reports which accurately reflect current conditions in the depository operation. Represents the Superintendent of Documents and acts as a liaison between GPO and the Federal Depository Libraries. Prepares arguments for placing delinquent depositories on probationary status, or for removing them from status, or for removing them from the program. Plans and conducts workshops at GPO and throughout the country. This position requires extensive travel.

QUALIFICATIONS: Applicants must possess all the qualifications for the PG-09 (A. A master's degree or 2 full academic years of graduate study in library science; or B. Professional or advanced experience or graduate study: (1) One year of experience in librarianship. (2) One year of experience which provided the applicant with the knowledge and abilities required by this position.) plus A, B, or C below:

- A. One year of experience in librarianship; or 1 year of experience as described above.
- B. a doctoral degree or 3 years of graduate education in library science.
- C. Completion of graduate study in a subject matter related to this position (doctoral degree or 3 full academic years of graduate education).

Applicants who qualify based on a combination of education and experience must pass a subject matter test in Library Science. Note: All nonstatus candidates who meet minimum requirements will be referred to the Office of Personnel Management for certification. Selectees must be able to operate an automobile. The Government Printing Office will not pay relocation cost.

RANKING FACTORS: Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials. Applicants must meet time-in-grade and qualification requirements by the closing date of the announcement.

1. Knowledge of theories, principles, and techniques of librarianship.
2. Knowledge of United States Code Title 44, Section 1900-1915 and the Instructions to Depository Libraries.
3. Knowledge of current depository library practices.
4. Knowledge of library administration.
5. Ability to successfully argue and defend legal and professional standards for depository libraries.
6. Knowledge of public documents and related tools and indexes.
7. Ability to accurately analyze and report on complex depository procedures.
8. Knowledge of automated library applications and system.

TO APPLY: Each applicant must submit:

NOTE: Submit GPO Form 2566 "Report of Merit Promotion Action" if you want a report on the status of your application

Copy of your latest annual performance rating

Standard Form 171, "Application for Federal Employment"

Special Application Form (Available from GPO Employment Branch)

Copy of SF-50, showing proof of status or reinstatement eligibility

APPLICATIONS AND REQUESTED FORMS MUST BE RECEIVED NO LATER THAN THE CLOSING DATE OF THIS ANNOUNCEMENT.
Please describe duties and responsibilities in your own words; do not submit copies of position descriptions.

Non-GPO applicants who are selected for appointment must successfully pass a drug test.

SUBMIT APPLICATION TO:
LAVERNE BLACKWELL

U.S. Government Printing Office
Employment Branch, Rm. C106, Stop PSE
North Capitol and H Streets NW
Washington, DC 20401

For additional information, call:
(202) 275-2323 Valerie Tripp
After 10/16/91 (202) 512-1118
GPO Form 2884 (R 2-90) P 57543-7

THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Census Bureau Surveys Needed

In mid-July, 360 Federal depository libraries were randomly selected to participate in gathering information for the Bureau of the Census electronic dissemination pilot project. This effort represented the culmination of the collection of library and user data for the five GPO-managed pilot projects initiated by the Joint Committee on Printing.

The selected libraries were sent instructions, user surveys, and a library survey to be completed and returned to the U.S. General Accounting Office (GAO), GPO's technical advisor with the pilot projects. Although the deadline for return of completed surveys was September 13, to date, fewer than 60% of the libraries have submitted their surveys to GAO.

If your library was a recipient of the data collection instruments and has not yet returned the requested information, please do so **immediately**. Even if a library that was in the data-gathering pool does not have CD-ROM equipment, does not have any Census CD-ROMs, has never loaded the Census discs, or did not have any users of the discs, it can still provide important information and should complete appropriate portions of the library survey. For questions about this data collection activity or about any of the five projects, please contact Jane Bartlett at (202) 512-1003.



Address Correction for Council Member Weiner

Please note the following address change for newly appointed Depository Library Council member John H. Weiner:

Mr. John H. Weiner
Energy Information Administration
U.S. Department of Energy
EI-23, Room 2H087 Forrestal
Washington, DC 20585
202-586-6537



New Metrodocs Publications Available

[The following article was submitted by Steve Beleu, Metrodocs.]

The Metrodocs group of depository libraries in Oklahoma has revised three of its previously published guides and has published one new guide. The new title is *Careers in the Federal Government: A Guide to U.S. Government Publications* (Metrodocs Monograph 4), written by Susan Chiasson, University of Central Oklahoma, Edmond, Oklahoma. The guide lists depository titles that feature information on careers in the Federal Government, and includes SuDocs classification numbers.

New 1991 revisions of the following Metrodocs publications are also available:

A Guide to Locating Technical Reports in U.S. Government Publications Collections

Model Acts and Regulations

Guide to Codes, Handbooks and Standards Publicly Available in Oklahoma Libraries

If your depository library is interested in receiving any of these titles, request them from:

Steve Beleu
Metrodocs, U.S. Government Information Division
Oklahoma Dept. of Libraries
200 NE 18th St.
Oklahoma City, OK 73105-3298

Photo Gallery



Oops! The photos we ran in the September 15 issue were based on clear originals (all taken by GPO photographer Jim Brown), but did not reproduce well with the photocopying process. Now, through the miracle of electronic scanning, we can present them in an improved format. As space permits, we will run the illustrations to accompany the "Tour of the Library Programs Service" in this and future issues of Administrative Notes.



Checking incoming orders in Receiving are, left to right, Curtis Graves, John Ratcliffe, Jonas Powell, William Oliver, and Levern Bacote.



Sylvester Shorter moves pallets from the ground floor Receiving Section to the storage area on the 6th floor.



Sheila Kennedy and Gwendolyn Gorham fill claims.



GAO/GPO Cooperative Cataloging Project Initiated

The General Accounting Office (GAO) Library and GPO's Library Programs Service (LPS) have initiated a cooperative cataloging project that will reduce duplication of effort and give increased visibility to GAO's "blue cover" reports (GA 1.13:). GPO has distributed and cataloged these reports for many years.

Earlier this summer, members of the Technical Services Department at GAO's Library approached LPS Cataloging Branch staff to discuss methods of publicizing the availability of GAO's publications in depository libraries. Another goal was to provide more comprehensive coverage and timely cataloging for its reports in the Monthly Catalog and in the GPO cataloging tapes.

In a series of meetings, consensus was reached on particulars of the bibliographic record, the assignment of Superintendent of Documents classification numbers, and on details of subject and name authority access. LPS agreed to insert additional GAO distribution information in the Monthly Catalog and in the GPO cataloging tapes in order to inform users of the availability of items from GAO.

The cooperative cataloging project will consist of GAO inputting its records into the OCLC database, and LPS cataloging staff subsequently producing those records for the Monthly Catalog and the cataloging tapes.

The joint venture will be beneficial to both GPO and GAO. GPO will be able to use the bibliographic records that GAO has created on OCLC with very few modifications. This will enable GPO to distribute cataloging data for GAO reports to users in a more timely fashion and to provide uniform bibliographic entries for GAO reports. GAO hopes that increased awareness of its publications through GPO's bibliographic products and through the Federal Depository Library Program will increase the demand for GAO information products.

ELECTRONIC CORNER

Duplicate Disks; Guides to CD-ROMs

The **Electronic Corner** provides an opportunity for practicing depository librarians to exchange ideas and information with their colleagues in the Federal Depository Library Program. The column's subject focus is on management and service issues with electronic technologies in Federal depository libraries. Your questions and your willingness to share your library's experiences are crucial to the success of this column!

Please forward questions and answers about depository service with electronic information to: Jane Bartlett, **Electronic Corner**, U.S. Government Printing Office, Library Programs Service (SL), Washington DC 20401. Texts on diskette in WordPerfect 5.0 or 5.1 or ASCII format are very much appreciated.

This **Electronic Corner** includes responses to two questions - one short, one not-so-short. The first was telephoned in to GPO and seemed appropriate for response in this column. The second is the first in a series of examples of library-generated guides to assist patrons using products disseminated through the Program. Similar guides are welcome from other libraries.

Question #1: If information is distributed to depository libraries on one size of floppy diskette and the library chooses to transfer that information to a diskette of another size, what is the obligation of the depository for retention of the original?

Response #1: Joe McClane, Chief of Depository Service Staff, explains that electronic products distributed through the Federal Depository Library Program should be treated similarly to those in paper or microfiche formats. The first copy may be discarded through any of the mechanisms suggested in the Instructions to Depository Libraries for handling duplicate copies, but the second copy becomes the depository copy and must be accorded the treatment required for any materials in the depository collection. Anyone having further questions about this issue should contact Joe at (202) 512-1119.

Question #2: Would libraries be willing to share guides they have prepared for patron use with the depository CD-ROMs?

Response #2: Lynne Reasoner, Government Publications Librarian at the University of California, Riverside, has submitted five search guides to CD-ROM products that are used in the UC-R's Rivera Library. She explains in a cover letter that "...they are meant to help library users and library staff use the databases without having much prior instruction. Directions on the guides are sometimes specific to the CD-ROM set-up at the government publications section of the ... Library."

The first of that set of instructions for depository CD-ROMs: is presented below. It covers the 1987 Economic Censuses, Volume 1, Release 1C and Volume 2, Release 2A. Future issues will include guides to the 1988 City and County Databook on CD-ROM, the U.S. Imports and Exports of Merchandise, the 1985 Congressional Record on CD-ROM, and the DOD Hazardous Materials Information System. Thank you, Lynne!

1987 Economic Censuses
Volume 1
Report Series
Release 1C

1. Before selecting a file, decide if you'd like to restrict your search to a particular state. If so, press **R**. The program will respond with a two-choice menu. Choose **[1]** (Show options only for one state.) The program will ask you to provide the postal abbreviation for the state.
2. Select a file.
 Move the highlight bar to file of your choice. Press **return**.
 The program may move through several more choice screens, particularly if you did not restrict the search to a particular state.
3. Construct a table.
 The screen will display a menu.
 - A. Select items **[1]**.
 Put x's on all items you wish displayed. (To delete an x, use the return key.)
 Press escape **[Esc]** to return to the menu.
 You may now select records (see B below) or display a table of data **[6]**.

B. Select records [2].

Put **s** in margin next to appropriate item. You may select one or two items. The program will respond and ask you to provide information about the variable you have selected.

Press escape [Esc] to return to menu.

C. Select display to screen [6].

Data will display. Not all of a table may fit on the screen. Use arrows to move from left to right as well as up and down. PgDn and PgUp keys also work.

If you do not like the looks of the table, press any key to escape back to the menu. You may now:

(1) Change the physical format of the table.

Select format options [5] and make alternate choices(s).

Escape [Esc] back to menu.

Select display to screen [6] to see results of changes.

(2) Add labels. (This is particularly helpful with kind of business, i.e. names for the SIC codes).

Select labels [3] and follow directions.

Escape [Esc] back to menu.

Select display to screen [6] to see results of changes.

(3) Change your selection of items [1].

Add x's to display additional items.

Delete x's to remove items from table display. (To delete an x, use the return key.)

Escape [Esc] back to menu.

Select display to screen [6] to see results of changes.

4. If you'd like to try another table in the same file, alter your items selections, record selections, etc.
5. If you'd like to go to another file, select option **9** from the menu. Begin again at step 1.
6. If you've finished, press **Q** for quit and press **return**.

Notes:

1. Do not select any of the auxiliary files. The machine will indicate it is reading the data dictionary, but it will not move past this message. You will not be able to continue in the program. The computer must be turned off.
2. If you should press escape [Esc] too many times or press it while you are selecting a file, you may get a screen which asks you to specify a drive. Do not do this. As the

program asks you for additional information, press **Esc**. (You will press **Esc** twice.) The program will then ask you if this information is correct. Do not answer yes or no; press **Q** for Quit. This will take you out of the program. You will need to log on again.

3. If you want to know what place codes stand for, but don't want to add labels to a table, use 1987 Economic Censuses, Geographic Reference Manual.
(Govt. Pub. Ref. U.S. C 3.253:Ec87-R-1).
4. SIC code descriptions are in the manuals in the binder. A list of codes may be found in Appendix A of Guide to the 1987 Economic Censuses and Related Statistics.
(Govt. Pub. Ref. U.S. C 3.253:Ec87-R-2).

1987 Economic Censuses
Zip Code Statistics
Release 2A

To display data for a particular zip code:

1. Select file.
2. Select a data file screen. Move highlight bar to your choice. Press **return**.
3. Construct a table. The screen shows a menu.
 - A. Select items [1].
 Put x's on all items you wish displayed.
 To delete an x, use the return key.
 Press escape [**Esc**].
 - B. Select records [2].
 Put s in margin next to zip code. Press escape [**Esc**].
 Program responds:
 Minimum value for zip code:
 (Type in the zip code.)
 Maximum value for zip code:
 (Type in the zip code again.)
 If you wish to see data for a range of zip codes (e.g. the city of Redlands includes 92373 and 92374), use these for minimum and maximum values.
 - C. Select display to screen (6).
 Data will display. Not all of a table may fit on the screen. Use arrows to move from left to right as well as up and down.
 If you do not like the looks of the table, press any key to escape back to the menu. You may now:

- (1) Change the physical format of the table.
Select format options [5] and make alternative choice.
Escape [Esc] back to menu.
Select display to screen [6] to see results of changes.

- (2) Add labels.
This is particularly helpful with kind of business (names for the SIC codes).
Select labels [3] and follow directions.
Escape [Esc] back to menu.
Select display to screen [6] to see results of changes.

Census Bureau Microdata on CD-ROM **Let Researchers Be Creative!**

[The following article was submitted by the Census Bureau.]

Have you ever used statistical tables from the U.S. Census Bureau or another government agency and said to yourself: "These data are great, but I wish they showed a different age group!" Sometimes the tables--however detailed--don't quite meet researchers' needs.

The Census Bureau--and other government agencies--have long realized that researchers occasionally need greater freedom than a standard tabulation can provide. For this reason, we at the Census Bureau have since 1963 released some information from our many censuses and surveys in "microdata" form. Microdata are actual household records--minus identifying information such as names, addresses, and so forth.

Now these data--the raw material out of which researchers can create their own statistical tabulations--are more accessible than ever, thanks to the rapidly changing compact disc technology. Compact discs can store vast amounts of information--and make them accessible to the microcomputer user.

Sound good? Read on. This article explains more about Census Bureau microdata on compact disc.

Summary Data and Microdata

From its various surveys and censuses, the Census Bureau provides data in various electronic formats (e.g., summary data, microdata, and often electronic images of printed reports). The data originate in the individual responses to survey or census questionnaires. Public use microdata files are electronic files which contain individual, unaggregated records or responses. These files show the actual responses household members made to the questions.

But any information identifying an individual, a household, or a business entity has been removed to guarantee confidentiality. Records on public use microdata files contain no names or addresses, and in most cases, the amount of detail available for high visibility variables (such as age, geography, income, mortgage amounts, rents, etc.) is limited. Most microdata files are samples from a larger universe; that in itself limits the chance that the record of a given individual or company contained in a file is identifiable. Before releasing the files, the Census Bureau uses a number of other techniques to further protect the confidentiality of its respondents.

Since microdata files are essentially individual records that contain a series of coded entries, researchers can use them to produce custom tabulations or analyses to answer specific questions. You choose the specifications.

"Microdata" are different from "summary" data. Summary data are the statistics you see in our standard reports, summary tape files, microfiche, and special tabulations. Generally, the basic unit of analysis is a geographic area at which data have been "summarized" into various categories (e.g., counts of persons, housing units, imports or exports, or establishments). In microdata files, conversely, the basic unit is generally a housing unit and the people who live in it.

People use summary data to look up specific information (e.g., number of people in a city). Microdata files cannot be used for this purpose, since they contain records of individual responses.

Microdata File Formats

Microdata files are designed for use on large scale computers or computers with lots of memory and infinite computing facilities. For example, the microdata from the Current Population Survey, one of our most popular files, is from 60,000 households; there is a record containing information on the household, and a record for each person in the household. Applications almost always involve sequentially reading each record and cross tabulating these records into a number of predefined categories, for example, persons tabulated on age (by categories) and sex. Such an application is usually "batched" into a large mainframe computer and takes several hours to complete. Not everyone, however, has access to a mainframe, and so the Census Bureau is now releasing microdata on compact disc (CD-ROM) for microcomputers. CD-ROM's were originally designed as a way to access masses of information on microcomputers at a reasonable cost.

Compared to a large mainframe, CD-ROM's are sluggish in handling large microdata computer files like those of the Census Bureau. Data retrieval is inexpensive but slow, software dependent, and often hard to manage.

Therefore, at various installations, a CD-ROM reader is networked with other equipment; that is, with a mini-computer or a stand-alone computer capable of processing large quantities of data in some reasonable timeframe and at minimal cost. Hardware capacity is critical in processing data on compact disc. Sufficient memory is required to house the software needed to process the data as well as to house the data itself.

To use a CD-ROM, you must have a special type of applications software. The software processes the data and puts them into a meaningful form. Using microdata on a Census Bureau CD-ROM requires a compact disc reader, software called Microsoft Extensions, Version 2.0 or higher, a statistical package (such as SAS or SPSS), and possibly some database management software (such as Ingress, Dbase, Paradox, Foxbase, etc.) to produce the desired reports or analysis.

Obviously, the user must have some special computer skills in order to manage the data in a PC environment. For example, many of these statistical software packages (written for the PC environment) have limitations on record length and file size which are too severe for most of the Census Bureau microdata files, and preprocessing of the data is necessary before the data can be analyzed. The user must prepare a set of computer code or instructions (specific to the software package) which in effect restructures and links the data, and in some cases puts the data into a specialized format for efficient processing. This step also produces more manageable extracts of the data. The actual data analysis takes place after this data preparation step (or steps).

CD-ROM Microdata From the U.S. Census Bureau

Currently, the Bureau of the Census has produced microdata sets on CD-ROM for the following programs:

- American Housing Survey, 1985: National Core File. This disc contains four files, each containing 53,558 records of 2,402 characters, or approximately 130 megabytes of data.
- American Housing Survey, 1984-1987 Data on CD-ROM. This disc contains 6 microdata data sets--4 sets consisting of 11 MSA files for each of the years 1984-1987, the 1985 National Core and Supplement File containing 53,558 logical records and 2,237 characters, and the 1987 National Core File containing 54,052 logical records of 2,237 characters.
- Current Population Survey, March 1988-1990 on CD-ROM. This disc contains 3 files for each of the years 1988 through 1990 with about 280,000 logical records for each year.

For More Information

The Census Bureau's CD-ROM program is expanding. To learn about the full range of our program, you will soon be able to obtain a booklet called *Census, CD-ROM, and You!* free from Customer Services at Census.

To find out about new CD-ROM products, you can subscribe to two monthly newsletters--the *Monthly Product Announcement* (free from Census) and *Census and You* (\$12 per year from the U.S. Government Printing Office). For ordering information, contact Customer Services, U.S. Bureau of the Census (301-763-4100).

ORDER FORM**SENATE HEARINGS, PRINTS, & PUBLICATIONS**

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YEAR OF THE LIFETIME READER

1991

The E-Report

Status of Federal Electronic Information

October 7, 1991

1991-05

Agency	Item #	Class #	Title/Format	Status
Census	0154-F	C 3.282:	Summary Tape Files - STF 1 CD-ROM	Estimated availability: October 1991.
Census	0154-F-01	C 3.282/2:	Summary Tape Files - STF 3 CD-ROM	Estimated availability: 1992.
EPA	0473-G	EP 5.22:	Toxic Release Inventory 1987-89 CD-ROM	Estimated availability: later this year.
Social Security Administration	0516-S	HE 3.6/5:	Social Security Administration POMS Manual CD-ROM	Now in the pilot stage. Future availability: not known.
USGS	0621-J	I 19.120:	Digital Line Graph 100,000 scale CD-ROM	First disc of 14 in optional format is for Florida. Estimated availability: late October 1991. The 14-disc set will take 2 years to complete.
Labor/BLS	0744-G		Employment Cost Indexes and Levels, 1975-90 floppy disk	LPS will distribute the July issue as soon as it is received.
National Library of Medicine			Grateful Med 5.0 diskette	Not available as depository item. Available for sale from NTIS @ \$29.95 to those with access codes to NLM online services including MEDLARS user ID codes and passwords.
Resolution Trust Corp.			Real Estate Asset Inventory CD-ROM	Discontinued as a CD- ROM product by publisher.

Update to the List of Classes

October 7, 1991

1991-12

Class no.	Item no.	Change/Notice
A 1.1/5:	0006-J	Report on USDA Human Nutrition Research and Education Activities, A Report to Congress. (annual) (MF) New.
A 13.31:	0080-A	American Woods. Discontinued.
A 13.123:	0079-N	Monthly Alert. (MF) New.
A 17.27/2:	0095-C-01	Animal Welfare Information Center Newsletter. (quarterly) (P) New.
A 17.29:	0095-A-02	Rural Information Center Publication Series. (P) New.
C 3.224/3-8:	0140-A-06	1990 Housing Highlights. (Series CH-S-nos.) (P) New.
C 55.50:	0250-E-32	The Spokesfish Monthly. (MF) New.
C 55.416/7-2:	0192-A-08	Flight Case Planning Chart. (semi-annual) (P) Inadvertently dropped from the List of Classes. Offered on survey 88-100.
D 101.108/2:	0325-B-06	TRADOC Historical Study Series. (P) New.
D 207.19/2:	0403-D	The Navy Chaplain. (quarterly) Change format to MF.
D 301.26/24-2:	0422-A	Airpower Journal. (Portuguese) (semi-annual) (P) To be offered on a future survey. In order to expedite processing, LPS will distribute this title under item number 0422-A.
D 305.22/3:	0425-A-08	Mindlights. Correction to Update 1991-11. Correct class: D 305.22/2:.
ED 1.30/5:	0461-B-10	NIDRR Program Directory. (MF) New.
ED 1.84:	0455-B-17	Disability Statistics Report. (Series) (MF) New. Class changed from update 1991-11.
ED 1.85:	0455-J-01	America 2000: (weekly) (P) New.
EP 1.56:	0431-I-76	Monthly Awards for Construction Grants for Wastewater Treatment Works. Discontinued.
HE 20.3060:	0506-A-19	NIH Training Center Catalog and Calendar. (annual) (P) New.
HE 20.4008:C 73/2/	0475-G	Compliance Policy Guides. (P) Class changed to HE 20.4008/5: Item number remains the same.
HE 20.4008/6:	0475-G	Regulatory Procedures Manual. (P) New.
HE 20.8217/6:	0467-A-07	NIDA Research Report Series. (P) New.
HE 20.8219:	0467-A-11	Drug Use Among American High School Students. Title changed to Drug Use Among American High School Seniors, College Students and Young Adults.
HE 20.8235:	0831-C-01	Drug Abuse Services Research Series. (irregular) (P) New.
HE 22.2:In 8/2	0512-A-01	The International Classification of Diseases, 9th Revision, Clinical Modification. (annual) (P) Added to item number 0512-A-01. Class changed to HE 22.41:.

Update to the List of Classes

October 7, 1991

1991-12

Class no.	Item no.	Change/Notice
HE 23.12:	0449	Children Today. Frequency changed to irregular.
HE 24.9	0524-A-06	Children Support Report. (irregular) (P) New.
I 29.131:	0648-T	New Orleans Jazz Study Newsletter. (P) New.
J 1.32/2:	0716-C	Attorney General's Annual Report: Federal Law Enforcement and Criminal Justice Assistance Activities. Discontinued.
J 1.51:	0717-N-02	LEAA Program Results Inventory. Discontinued.
J 28.17:	0717-E	Criminal Justice Research. Discontinued.
J 28.20/2:	0718-A-16	Criminal Justice Information Exchange Directory. Discontinued.
J 29.11/2-3:	0968-H-13	Justice Expenditure and Employment in the U.S. (annual) (P) New.
J 29.21:	0968-H-23	Census of Local Jails. Format changed to (P).
J 32.16:	0718-A-17	Delinquency in the U.S. Discontinued.
L 1.66/3:	0754-C-01	Labor Relations Today. Format changed to (MF).
L 37.310/2:	0754-H	Job Openings, Extra Edition for Students and Recent Graduates. Discontinued.
LC 1.30/10:	0785-B-01	Accessions List, Southeast Asia. Frequency changed to bimonthly.
LC 1.30/11:	0785-B-01	Accessions List, Brazil and Uruguay. Frequency changed to bimonthly.
NS 1.30/2-2:	0834-N-01	Selected Data on Federal Support to Universities and Colleges, Fiscal Year. (MF) New.
S 1.1:	0872	Foreign Relations of the U.S. (MF). Discontinued and replaced by item numbers 0872-B and 0872-C.
T 1.45:	0925-C	Foreign Credits by the U.S. Government. Discontinued.
T 1.53/2:	0925-G-04	General Revenue Sharing. Discontinued.
T 1.53/3:	0925-G-04	Revenue Sharing Quarterly Payments. Discontinued.
T 22.19/5:	0956-A	Tobacco Tax Guide. Discontinued.
T 34.1/2:	0974	Report to the Public. Discontinued.
T 70.16:	0954-A	Decisions and Orders. Discontinued.
Y 3.In 8/31:15/	1063-L	NAPAP Newsletter. (quarterly) (P) New.
Y 3.N 88:15/	1051-H-04	Licensed Operating Reactors. Frequency changed to annual.

Whatever Happened To . . . ? ? ?

October 7, 1991

1991-06

Class no.	Item no.	Status
D 1.74:	0306-A-05	Soviet Military Power, 1991. Publication may be delayed or cancelled.
D 101.118:	0327-E	Officers Call. Only two issues of this bimonthly publication were printed for the year 1991.
EP 1.56:	0431-I-73	Monthly Awards for Construction Grants for Wastewater Treatment Works. The Oct., Nov., and Dec. 1990 issues were not published. The Feb./Mar. 1991 issue was published. The publication has now been discontinued.
HE 20.3/2:	0483-I	Commissioned Corps Bulletin. The Public Health Service cannot provide sufficient depository copies for the months of June and July 1991. Under 44 U.S.C., §1903, LPS cannot reprint.
HE 20.3323:D 54/3	0505-B	A Growing Public Concern, Diabetes in Hispanics. HHS cannot provide additional copies of this publication. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
HE 20.3323:D 54/4	0505-B	Diabetes Research and Training Center, Diabetes Education. HHS cannot provide additional copies of this publication. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
HE 3.66/3:	0516-N	OHA Law Journal. Vol. 1, no. 1 was the only issue published in 1990. Future frequency will be quarterly.
GP 3.17/6:9/3	0556-B	New Books, Vol. 9, No. 3, February 1991. LPS is unable to obtain additional copies of this publication. Vol. 9, no. 4 will supersede this issue.
IA 1.17:28/3	0672-F	English Teaching Forum, Vol. 38, No. 3, July 1990. The U.S. Information Agency cannot provide LPS with additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
L 29.16:P 17/989	0749-E	Foreign Labor Trends, Pakistan 1987. The Labor Dept. cannot provide sufficient depository copies of this publication. The 1987 edition will not be reprinted, as the 1991 edition has been released.
L 2.120:90-447	0769-P	News, Seven Out of Ten Persons in the Working-Age Population have Some Employment during 1989. The Labor Dept. cannot provide sufficient depository copies of this publication. Under 44 U.S.C., §1903, LPS cannot reprint.
L 2.120/2-6:989	0769-P	News, International Comparison of Manufacturing Productivity and Labor Cost Trends, 1989. The Labor Dept. cannot provide sufficient depository copies of this publication. Under 44 U.S.C., §1903, LPS cannot reprint.
PrEx 3.10/4:N 81 a/14	0856-A-01	Relief Map of Northwest Africa. The publishing agency cannot provide additional copies of this publication. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled..

Whatever Happened To . . . ? ? ?

October 7, 1991

1991-06

Class no.	Item no.	Status
PrEx 3.11/2:91-002	0856-A-05	Chiefs of State and Cabinet Members of Foreign Governments. The publishing agency cannot provide additional copies of this publication. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
S 1.123:Ar 3/990	0862-B	Background Notes, Argentina, August 1990. Correction to Whatever Happened to ... 1991-04. This publication was incorrectly listed as a non-receipt. However it has been received and distributed to depositories.
SBA 1.32/2:FiM 2	0901-E	Profit Costing and Pricing for Manufacturers. The SBA is unable to provide additional copies of this publication. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
SBA 1.32/2:MT 9	0901-E	Selling By Mail Order. The SBA is unable to provide additional copies of this publication. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
SBA 1.32/2:MP 8	0901-E	Business Plan for Retailers. The SBA is unable to provide additional copies of this publication. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
T 1.63/2:1034	0925-J-01	Form 1034, Public Voucher for Purchases and Services other than Personal, Rev. Oct. 1987. The Treasury Dept. did not provide sufficient depository copies. Under 44 U.S.C., §1903, LPS cannot reprint.
TD 5.2:C 98/5	0934	From Sail to Steam: Ships of the U.S. Revenue Cutter Service and the U.S. Coast Guard. The Coast Guard did not provide sufficient copies.
T 22.51:1120/989	0964-E	Form 1120, U.S. Corporation Income Tax Return, 1989. The IRS did not provide sufficient depository copies. Under U.S.C. 44, §1903, LPS cannot reprint.
TD 9.15:986 and 987	0982-I-08	Annual Report on Hazardous Materials Transportation, Calendar Years 1986 and 1987. The DOT did not provide sufficient depository copies. Under U.S.C. 44, §1903, LPS cannot reprint.
TD 5.2:V 63/2/v.1	0934	Port Needs Study, (Vessel Traffic Services Benefits). Volumes 1 and 2, parts 1, 2 and 3, were mailed under an incorrect class and item number. The class number should be TD 10.2:P 83/v.1 through TD 10.2:P 83/v.3, and the item number should be 0982-K-02. No rain checks will be filled.

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